



Arizona Department of Education

Assessment Section

www.azed.gov/standards

AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

November 2007

#18

CALENDAR FOR SPRING 2008 TESTING

November 27	CTB Online Ordering Letters sent
December 3–19	CTB Online Ordering for Spring 2008
December 3–19	AIMS HS SCIENCE label submissions
December 3–19	Spring 2008 Pre-Test Workshop registration
December 4 & 10	Online Ordering Training Demos
January 7	Test Administration Directions, Test Coordinator's Manuals, & Revised Testing Accommodations Guidelines posted online
January 14–28	Spring 2008 Pre-Test Workshops
January 16–29	Online Order Verification for AIMS DPA, AIMS HS MATH, AIMS SCIENCE, and <i>TN</i>
January 16–29	Revise AIMS HS SCIENCE label submission
January 22	SAIS data extracted for AIMS HS W/R bar code labels
February 1	Spring Test Security Agreement due
February 4–8	AIMS HS W/R test materials arrive
February 11–15	AIMS HS W/R short-add
February 19–20	AIMS HS W/R bar code labels arrive
February 12	SAIS data extracted for AIMS DPA, AIMS HS MATH, AIMS SCIENCE, and <i>TN</i> bar code labels
February 26	AIMS HS WRITING
February 27	AIMS HS READING
February 27–28	AIMS HS W/R Form T short-add
March 4	AIMS HS WRITING make-up
March 5	AIMS HS READING make-up
March 6–11	AIMS HS W/R materials pick-up
March 17–20 or March 24–27	AIMS DPA, AIMS HS MATH, AIMS SCIENCE, and <i>TN</i> test materials & bar code labels arrive
Mar. 27 - Apr. 1	AIMS DPA, AIMS HS MATH, AIMS SCIENCE, and <i>TN</i> short-add
April 7–18	AIMS DPA, AIMS SCIENCE (Grades 4 and 8), and <i>TN</i> test window
April 8	AIMS HS MATHEMATICS
April 9	AIMS HS SCIENCE
April 9–10	AIMS HS MATHEMATICS Form T short-add
April 15	AIMS HS MATHEMATICS make-up
April 17–21	AIMS HS MATHEMATICS scorable pick-up
April 18	AIMS HS W/R reports arrive
April 22–25	AIMS DPA, AIMS SCIENCE, and <i>TN</i> scorable pick-up
Apr. 28–May 2	AIMS DPA, AIMS HS MATH, AIMS SCIENCE, and <i>TN</i> nonscorable pick-up
May 15	AIMS HS MATHEMATICS Rapid Response Reports for Cohorts 2007 and 2008 arrive
May 30	AIMS HS MATHEMATICS and <i>TN</i> reports arrive
June 6	AIMS DPA reports arrive
August 15	AIMS SCIENCE reports arrive

TEST COORDINATOR CHECKLIST FOR DECEMBER AND JANUARY

- ✓ Participate in optional online enrollment training December 4 or 10 for live training December 3–19 for prerecorded training
- ✓ Order Spring 2008 testing materials online December 3–19
- ✓ Submit students for AIMS HS SCIENCE bar code labels December 3–19
- ✓ Register for Spring 2008 Pre-Test Workshop December 3–19
- ✓ Attend Spring 2008 Pre-Test Workshop January 14–28
- ✓ Verify AIMS DPA, AIMS HS MATHEMATICS, AIMS SCIENCE, and *TerraNova* online order January 16–29
- ✓ Revise/verify AIMS HS SCIENCE label submissions January 16–29

ONLINE ORDERING

Letters

CTB/McGraw-Hill sent a letter to all district test coordinators via email and UPS overnight with instructions for online ordering of Spring 2008 AIMS HS test materials.

If you have not received your online ordering letter by November 30, please contact the CTB Arizona Help Desk at (888) 630-9145 or ArizonaHelpDesk@ctb.com.

Training

Training in how to use the CTB online ordering system is available to all district test coordinators. New test coordinators are especially encouraged to attend an online training session. Live training is available on December 4 and on December 10. Prerecorded training is available at anytime December 3–19. More detailed information about this training is included in the CTB Online Ordering letter.

All district test coordinators, including the experienced ones, are encouraged to review the *Online Ordering User Guide* prior to using the online ordering system to place their Spring 2008 order. The *Online Ordering User Guide* may be downloaded from the website www.ctb.com/aims.

Guidance for Online Ordering

ADE has provided estimated order numbers to CTB based on schools' October 2007 SAIS enrollments. District test coordinators are responsible for confirming and revising the order numbers for each of their schools for AIMS DPA, AIMS HS, AIMS Science, and *TerraNova* using the CTB Online Ordering system. Guidance for ordering each of these test programs follows on page 2.

ONLINE ORDERING (continued)

Guidance for Online Ordering (continued)

During online ordering, test coordinators must confirm and correct, if necessary, their contact information and shipping address.

Follow the guidance below for ordering test materials. Orders for large print or Braille should be placed for only those students whose IEP or 504 plan calls for that format. For all orders, enter exact counts. It is not necessary to round enrollment numbers up to the nearest 5 or 10. CTB will automatically round the numbers up to accommodate package size and will also ship a 5% overage.

AIMS DPA

Students in Grades 3 through 8 are expected to test on all content areas of AIMS DPA. The only students in Grades 3 – 8 excused from testing on AIMS DPA are those students who qualify for and will be tested on AIMS-A.

The test material order for AIMS DPA (Grades 3 – 8) is generally the same as the student enrollment for these grades. Either accept the estimated order for the school or enter the current enrollment for each grade.

AIMS HS

Testing in high school is based on cohort, not on grade. Students in Cohort 2010 (generally 10th graders) are expected to test on AIMS HS Writing, Reading, and Mathematics. The only Cohort 2010 students excused from testing on AIMS HS are those students who qualify for and will be tested on AIMS-A. Students in Cohorts 2009, 2008, 2007, and below (generally 11th and 12th graders) who have not passed one or more content areas of AIMS HS are expected to test on those content areas. Students in Cohorts 2009, 2008, 2007, and below who have “Met” but not “Exceeded” on one or more content areas of AIMS HS may retest on those content areas. AIMS HS testing for students in Cohorts 2009, 2008, 2007, and below with an IEP or 504 plan is determined by their IEP or 504 plan.

Orders for AIMS HS are placed by cohort and by content area. For Spring 2008, it is not necessary to order answer documents. The test material order for Cohort 2010, for all content areas, is generally the same as the school’s Cohort 2010 enrollment. For this cohort, either accept the estimated order or enter the current enrollment.

For Cohorts 2009, 2008, 2007, and below, there is no estimated test order shown in the online ordering system. Test coordinators must manually enter orders for each of these cohorts. The order placed for each of these cohorts in each of the content areas should equal the number of students who are testing to “Meet” plus the number of students who are testing to “Exceed.” Scoring materials, including Group Information Sheets (GIS), are produced based on online ordering. If there is no order placed for a cohort, there will be no GIS produced for that cohort. If the number of students expected to test in each of these cohorts is undetermined at the time of online ordering, place an estimated order so that appropriate scoring materials will be produced.

ONLINE ORDERING (continued)

Guidance for Online Ordering (continued)

AIMS SCIENCE – Grades 4 and 8

Students in Grade 4 and nearly all students in Grade 8 will take the AIMS Science test. The only Grade 4 and Grade 8 students excused from testing on AIMS Science are those students who qualify for and will be tested on AIMS-A.

The orders placed for Grade 4 and Grade 8 will apply to both AIMS DPA and AIMS Science test materials. No special ordering is necessary for AIMS Science for Grades 4 and 8.

AIMS SCIENCE – High School

In Spring 2008, students in Cohort 2011 (generally 9th Graders) who are enrolled in a life science course and nearly all students in Cohort 2010 (generally 10th Graders) who are enrolled in a life science course will participate in the AIMS HS Science test. Cohort 2011 and Cohort 2010 students who completed a full credit of life science during this school year are also expected to test on AIMS HS Science. The only students in Cohorts 2011 or 2010 enrolled in a life science course who are excused from testing on AIMS HS Science are those students who qualify for AIMS-A or ASAT.

Like the other content areas of AIMS HS, AIMS HS Science is ordered based on cohort. There will be an estimated order in the online order system for AIMS HS Science for Cohort 2010. There will **not** be an estimated order in the online order system for AIMS HS Science for Cohort 2011. Test coordinators are encouraged to manually enter orders for AIMS HS Science based on the actual enrollment of Cohort 2011 and Cohort 2010 students in life science courses. Like the other content areas of AIMS HS, the GISs for AIMS HS Science will be produced based on online ordering. If there is no order placed for one of the possible AIMS HS Science cohorts, there will be no GISs produced for that cohort.

TerraNova

Students in Grade 2 and students in Grade 9 (Cohort 2011) will test on *TerraNova*. The only students in Grades 2 or 9 excused from testing on *TerraNova* are those students who qualify for and will be tested on ASAT.

If the school does not have any Grade 2 *TerraNova* test books on hand, either accept the estimated order or enter the school’s current Grade 2 enrollment. If the school has retained unused Grade 2 *TerraNova* test books from a previous year, reduce the school’s order to reflect the school’s actual Grade 2 enrollment minus the number of test books on hand. **If a school has enough Grade 2 *TerraNova* materials on hand to meet this year’s need, it is still necessary to order at least “1” Grade 2 test book so that appropriate scoring materials will be produced.**

Either accept the estimated order or enter the school’s current Grade 9 (Cohort 2011) enrollment. The Grade 9 *TerraNova* order is used to produce answer documents only. Grade 9 *TerraNova* test books should have been retained from previous administrations. If additional Grade 9 *TerraNova* test books are needed, those will have to be ordered during the March 27 – April 1 short-add order window.

ONLINE ORDER VERIFICATION

Test Coordinators will be able to verify and revise their test orders for AIMS DPA, AIMS HS Mathematics, AIMS Science, and *TerraNova* during January 16–29. More information about this will be included in the Spring 2008 Pre-Test Workshops.

SHORT-ADD WINDOWS

There are short-add windows for last minute test order additions. More information about the short-add windows will be included in the Spring 2008 Pre-Test Workshops.

STUDENT BAR CODE LABELS

AIMS HS, AIMS DPA, and AIMS Science use precoded student bar code labels. Grade 2 *TerraNova* uses precoded slip sheets, and Grade 9 *TerraNova* uses precoded answer documents. These precoded items will be produced automatically for all district and charter schools based on enrollment data in SAIS on the scheduled date for data extraction. The data for AIMS HS Writing/Reading will be extracted on January 22. The data for AIMS DPA, AIMS HS Mathematics, AIMS Science (Grades 4 and 8), and *TerraNova* will be extracted on February 12.

AIMS HS SCIENCE label submissions

Since ADE cannot determine which students in Cohorts 2011 or Cohort 2010 should test on AIMS HS Science, producing the student bar code labels for AIMS HS Science requires additional information from test coordinators. This information will be collected through the ADE Common Logon.

A new ADE Common Logon Application called “Assessment” has been created. By December 3, district test coordinators with access to the Common Logon will find “Assessment” has been added to their current list of available applications. For district coordinators without Common Logon access, please use your local procedures for obtaining Common Logon access and ask to have “Assessment” included in the applications available to you.

From December 3–19, district test coordinators will be able to enter preliminary student lists for AIMS HS Science labels. To do so, enter the ADE Common Logon and select the “Assessment” application. Once in the “Assessment” application, select the option, “Student Selection for AIMS HS Science test labels.” A list of high schools will be shown. Select a high school. The “Select Students for Test Labels” will be shown. Follow the directions on this page to select students for AIMS HS Science labels. If all students in a particular cohort are enrolled in a life science class, then select the entire cohort. Otherwise, select only those students in Cohort 2011 or Cohort 2010 who are currently enrolled in a life science. Once the selection is complete, click on the “Submit” button. On the following screen, you will have the option to print the selection as a PDF file or export the selection as an Excel file to keep for later reference. Repeat this process for each of the high schools on the list.

From January 16–29, district test coordinators will be able to finalize the student lists for AIMS HS Science using the same process.

The AIMS HS Science label submission process will be reviewed during the Spring 2008 Pre-Test Workshops.

SPRING 2008 PRE-TEST WORKSHOPS

Every district, charter operator, BIA line office, private school, and approved private schools (both Day Schools and Residential Treatment Centers) must send the designated district test coordinator to one of the Spring 2008 Pre-Test Workshops. If the designated district test coordinator is unable to attend a Spring 2008 Pre-Test Workshop, the only acceptable substitute is the district superintendent, charter representative, or equivalent chief executive officer. Attendance at the pre-test workshops is limited to the designated district test coordinator and one guest.

Workshop Dates and Locations

Mon., Jan. 14	Phoenix (by invitation only for districts with special test pick-up)
Tue., Jan. 15 (a.m.)	Benson
Wed., Jan. 16 (a.m. & p.m.)	Marana
Thu., Jan. 17 (a.m. & p.m.)	West Metro Phoenix
Fri., Jan. 18 (a.m.)	Globe
Fri., Jan. 18 (a.m.)	Yuma
Tue., Jan. 22 (a.m.)	Kingman
Wed., Jan. 23 (a.m.)	Tuba City
Thu., Jan. 24 (a.m.)	Holbrook
Fri., Jan. 25 (a.m.)	Prescott Valley
Mon., Jan. 28 (a.m. & p.m.)	North Metro Phoenix

Sign in and refreshments for morning workshops will begin at 8:30 a.m., and the workshop will begin promptly at 9:00 a.m., ending by 12:00 noon. Sign in and refreshments for afternoon workshops will begin at 12:30 p.m., and the workshop will begin promptly at 1:00 p.m., ending by 4:00 p.m.

Registration for these workshops will be available at www.azed.gov during December 3–19. Click on the calendar link in the lower right-hand corner of the homepage and choose your desired date on the calendar registration application. Enter a valid email address, your district’s/charter’s CTDS number, and legal entity name for each registrant in order to receive an immediate registration confirmation and a reminder e-mail with driving directions and parking information.

Registrations must be completed by December 19, 2007.

TESTING SCHEDULES

The AIMS and *TerraNova* tests must be administered in a way that preserves the security of the content of the test. This means that, within a school, all students participating in the same test should be testing on the same content area on the same day at approximately the same time.

TerraNova

For Grade 2, *TerraNova* must be administered over two days within the testing window of April 7-18, 2008. All schools, within the same district, must test on the same content area on the same day. All students, within the same school, must test on the same content area on the same day at approximately the same time of day.

For Grade 9, *TerraNova* may be administered over one or two days within the testing window of April 7-18, 2008. If administered in one day, all schools, within the district, must test on the same day. All students, within the same school, must test on the same content area at approximately the same time. When the Grade 9 *TerraNova* is administered in two days, follow the guidance for the two day administration of the Grade 2 *TerraNova*.

TESTING SCHEDULES (continued)

AIMS DPA (including SCIENCE)

The AIMS DPA will be administered over a period of five days during the window of April 7-18 as follows:

Day 1 – WRITING Test

Day 2 – READING Test, Part 1 & MATHEMATICS Test, Part 1

Day 3 – READING Test, Part 2 & MATHEMATICS Test, Part 2

Day 4 – READING Test, Part 3 & MATHEMATICS Test, Part 3

Day 5 – SCIENCE Test, Grade 4 and Grade 8

Use the following guidelines for scheduling AIMS DPA testing:

- It is preferred that all **schools** within the same district or charter test on the exact same dates. When that is not possible, then all **grades** within the same district or charter must schedule testing for the exact same dates. All students within a grade should test on the same content area at approximately the same time.
- Day 1 of testing (WRITING) must be scheduled no later than April 9.
- Days 2, 3, and 4 of testing (READING and MATHEMATICS) must follow in order but not necessarily on consecutive days.
- Day 4 of testing must be scheduled no later than April 16.
- Day 5 of testing (SCIENCE) is to be scheduled after Day 4 but no later than April 17.
- Make-up testing is to be scheduled as needed, but all make-up testing must be completed by April 18.

AIMS HS (including SCIENCE)

All testing for AIMS HS must take place on the following scheduled dates.

Feb. 26	AIMS HS WRITING
Feb. 27	AIMS HS READING
Mar. 4	AIMS HS WRITING make-up
Mar. 5	AIMS HS READING make-up
Apr. 8	AIMS HS MATHEMATICS
Apr. 9	AIMS HS SCIENCE
Apr. 15	AIMS HS MATHEMATICS make-up
No make-up test for AIMS HS SCIENCE	

All students testing on AIMS HS are expected to test on the primary test date. The make-up date is only for students who should have tested on the primary test day but did not due to non-attendance.

Districts/charters that will not be in session during one or more of the scheduled AIMS HS test dates must request permission to test on alternate dates. Requests must be submitted on official district/school letterhead, signed by the superintendent or charter representative, and include a copy of the official 2007-2008 school calendar. Mail the request to Mary Pat Wood at the address on page 5.

Timing of AIMS HS WRITING

Due to exposure to the Writing prompt and the subsequent unfair advantage for students testing in the afternoon, schools are strongly encouraged to schedule all AIMS HS WRITING testing for the morning. The administration of the AIMS HS WRITING test should not begin before 7:30 AM but should begin by 10:00 AM. Students should not be dismissed from the testing room prior to 10:00 AM. Students may not have access to any electronic devices, including cell phones, from the time they enter the testing room until dismissed.

TESTING NON-ENROLLED STUDENTS

Home-schooled and private-schooled students are permitted to participate in AIMS HS and AIMS DPA testing at a public school. Home-schooled and private-schooled students are **not** permitted to participate in *TerraNova* testing in Grade 2 or in Grade 9 at any public schools.

Charter schools are not required to accommodate the requests of home-schooled or private-schooled students to participate in AIMS testing. Charter schools may accommodate such requests.

District schools are required to accommodate the requests of home-schooled students or private-schooled students to participate in AIMS testing if the students live within the school's attendance area. Schools may order additional test materials during online ordering or during short-add, if needed, to accommodate these requests. Home-schooled students and private-schooled students may test in the same testing rooms, at the same time, and with the same test administrators as the public school students. A district school is not required to accommodate the request of a home-schooled student or a private-schooled student to participate in AIMS testing if the student does not live within the school's attendance area. District schools are not obligated to seek out home-schooled students or private-schooled students who live within their attendance area.

Students who have completed all coursework required for graduation but have not graduated from high school due to the AIMS testing requirement must be allowed to participate in AIMS HS testing at the school (district or charter) that intends to graduate the student once the AIMS testing requirement is met.

TESTING HOME-SCHOOLED STUDENTS WITH PART-TIME ENROLLMENT IN PUBLIC SCHOOLS

Following is guidance from the Attorney General's Office regarding AIMS testing of children receiving home school instruction who are also enrolled part-time in a public school:

In A.R.S. 15-745 it delineates that nothing in the article shall be construed to "require the testing of children who are instructed in a home school program, while they are receiving home school instruction."

The issue arises when students who are home schooled take courses at a public school. These may be academic courses or elective courses. Since the statute does not mandate one way or the other, the individual school districts/charters decide whether or not to administer the AIMS test to these part-time enrolled home-schooled students.

TEST SECURITY AGREEMENT

Each administration of AIMS requires a new test security agreement. The Spring 2008 AIMS Test Security Agreement is attached to this AIMS Update. This document must be signed by every staff member with access to AIMS and *TN* test materials (including but not limited to administrators, teachers, and office and warehouse personnel). Signed copies of this document must be kept on file at the district/charter office.

ADE needs one copy of the Spring 2008 Test Security Agreement from each district and charter operator. The copy that ADE needs is the one that was signed by the district superintendent or the charter representative. Fax or mail this one Test Security Agreement to ADE – Assessment Section by **February 1, 2008**.

TESTING ACCOMMODATIONS FOR SPRING 2008

A revised version of the document, *Testing Accommodations: Guidelines for 2007-2008*, will be posted to the Test Coordinator web page by January 7. This version will include accommodations for AIMS Science and will specifically address the use of calculators on AIMS and *TerraNova* testing.

RETURN OF TEST MATERIALS

As in the past, specific test pick-up dates will be assigned to each district and charter. As much as possible, the assigned dates will occur on a school day as determined by the school calendar submitted to ADE. These assigned dates will be provided to test coordinators at the pre-test workshops. Districts/charters must be ready for their pick-up by 8:00 a.m. on their scheduled date. Districts that are not ready when the driver arrives will be financially responsible for shipping costs. Details regarding the return of test materials will be included in the Spring 2008 Pre-Test Workshop.

LEXILE MEASURES

AIMS Reading scale scores are now linked to the Lexile Framework for Reading. Conversion tables can be found at <http://www.azed.gov/azreads/Lexile/>. Student Lexile measures are now included in the AIMS test data as downloaded from the ADE common logon.

HIGH SCHOOL ISSUES

Your Study Guide

Your Study Guide for Grade 9 students were delivered to schools in early to mid-November. Schools received some master copies of the Grade 9 student guides for students who did not receive a customized guide. Additional customized student guides and master student guides can be downloaded from the website: www.yourstudyguide.com/arizona. Each school also received copies of the Grade 9 Teacher and Tutor Guides and a CD with an electronic version of the master student guides and the teacher/tutor guides.

Your Study Guide for students who did not pass the Fall 2007 AIMS HS test will be delivered to schools January 7 - 11, 2008 to help prepare students for Spring 2008 AIMS HS testing.

Watch for more information from The Grow Network regarding upcoming professional development on the use of these guides. If you have questions regarding *Your Study Guide*, please contact The Grow Network/McGraw-Hill at (800) 481-GROW (4769), or via email at support@grow.net.

Revisions to the State University Tuition Waiver

Beginning with students graduating in 2009, only AIMS HS results from a student's sophomore and junior year will be considered when determining eligibility for the High Honors Tuition Waiver. This means that students will need to "Exceed" on AIMS during their sophomore or junior year to qualify. Please notify parents in writing regarding the procedures for signing up to re-test on AIMS HS in an effort to "Exceed" and the reason why a student may wish to do so. This notification may be included in a regular mailing or newsletter. It is not necessary to create a special mailing for this purpose.

HIGH SCHOOL ISSUES (continued)

AIMS Augmentation Update

The state statute authorizing AIMS augmentation is set for automatic repeal on January 1, 2008. AIMS Augmentation is available to students who receive a diploma dated in 2007. For students with diplomas dated in 2008, AIMS Augmentation is not an option. So, students completing their high school course work in 2008 and later must pass AIMS HS Writing, Reading, and Mathematics in order to graduate.

The state statute that exempts students with IEPs and 504 plans from the AIMS graduation requirement remains in place. The state statute that authorizes AIMS Reciprocity remains in place.

TEST COORDINATOR WEB PAGE

All Test Coordinators are encouraged to set the following website as a favorite on their school computer:
www.azed.gov/standards/aims/administering.

This page, set up specifically for Test Coordinators, contains all the information needed for the administration of the AIMS and *TerraNova* tests. Please contact Mary Pat Wood if you would like information added to this web page.

AIMS Update is published every August, November, February, and May for distribution to test coordinators in Arizona schools.

CONTACT INFORMATION

ADE Assessment Section

1535 W. Jefferson St, Bin 6
Phoenix, AZ 85007

Telephone: (602) 542-5031
Fax: (602) 542-5467

Roberta Alley, Deputy Associate Superintendent
Telephone: (602) 364-1164
Email: Roberta.Alley@azed.gov

Irene Hunting, Director of State Test Administration
Telephone: (602) 542-5450
Email: Irene.Hunting@azed.gov

Mary Pat Wood, State Test Coordinator
Telephone: (602) 542-5345
Email: MaryPat.Wood@azed.gov

To add your name to the Test Coordinator's email list or for questions regarding testing, contact Mary Pat Wood.

Test Coordinator Webpage:

www.azed.gov/standards/AIMS/Administering

CTB/McGraw-Hill

Arizona Help Desk
Telephone: (888) 630-9145
FAX: (888) 282-0266
Email: ArizonaHelpDesk@ctb.com

Michelle Paregian, Program Office Coordinator
Telephone: (800) 538-9547 ext 6693
Email: Michelle.Paregian@ctb.com

Regarding the purchase of CTB products contact:
Kelly Powell, Evaluation Consultant
Telephone: (602) 885-1907
Email: Kelly.Powell@ctb.com

**Arizona's Instrument to Measure Standards
AIMS/TerraNova Test Security Agreement
Spring 2008**

The user (school district, charter operator, and/or school professional staff) acknowledges that AIMS and *TerraNova* are secure tests and agrees to the following conditions of use to ensure the security of the tests:

1.
 - a) The user will take all necessary precautions to safeguard all test materials by limiting access to persons with the school district or agency with a responsible, professional interest in the test's security.
 - b) The names of all persons having access to the materials will be kept on file by the designated test coordinator.
 - c) All persons having access to the materials (other than students to whom the test is administered) will sign this test security agreement, which will be kept on file.
 - i. Building administrators will maintain signed agreements of building staff.
 - ii. Superintendent/charter representative will maintain signed agreements of building administrators.
 - iii. Superintendent/charter representative will sign for district and submit security agreement to ADE.
 - iv. ADE will maintain signed agreements of superintendents/charter representatives.
2.
 - a) The user will keep the test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security.
 - b) Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.
 - c) Test materials will be kept secure until they are actually distributed to students.
 - d) In no case will students be permitted to remove test material from the room where testing takes place except under supervision of staff (students completing test).
3.
 - a) The user will not examine the test to determine the content beyond the requirements to administer the test.
 - b) The user will not disclose or allow to be disclosed the content of the test. The user will not discuss any test item at any time.
4. Upon completion of testing, the user will return all test materials to the designated test coordinator of the school/district.
5. The district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.
6. The user will follow the guidelines approved by the State Board of Education in January 2003 in the document *Test Preparation and Administration Practices*.
7. The user will follow all instructions in the Test Coordinator's Manual and the Test Administration Directions which includes reading the directions to students exactly as scripted in the Test Administration Directions.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the AIMS or *TerraNova* tests, will also sign an AIMS/TerraNova Test Security Agreement.

SIGNED BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

DISTRICT NAME/
CHARTER OPERATOR: _____

ADDRESS: _____

CITY: _____